

TRIP LOG

Permit Area _____
 Permit Number _____ Reporting Period _____ to _____
 Company Name _____ Page _____ of _____ pages

Trip logs must be completed and submitted as specified in your permit (see both standard and supplemental stipulations). Use as many copies as needed. Please review each of your submissions carefully; this information will be used by BLM to calculate actual use--use dates and locations are very important. All trips involving public lands must be logged on this sheet when required by your permit.

Entry onto public lands		Exit off of public lands		Use Data				Fee Data	
Date	Location	Date	Location	Number of clients	Number of days x Number of Clients = User Days	Number of Staff	Number of days x Number of Staff = Staff Days	Total Receipts (1.)	Actual Deductions (2.)
TOTALS									

Notes: 1. Total client payments, revenue received for each trip.
 2. Total deductions claimed for each trip, if applicable. Include only the allowable actual expenses for which Deduction Data Sheets have been completed and are included with this report AND for which you have verifying documents.